

Why the Data are Reported

ME: The purpose of this data report is to gather Average Daily Membership (ADM). The data is used for calculating basic tuition support for public school corporations and charter schools I.C. 20-43-4-2.

MV: The purpose of this data report is to gather membership information for Choice Scholarship students. This report will be used for tracking membership of Choice Scholarship students in 2021-2022 as part of the Choice Scholarship Program. A student must be included on a Choice school's "Choice Membership" certification grid count in order to be eligible to receive a Choice Scholarship payment. The September and February MV counts will be used to fund eligible Choice Scholarship students.

MA: The purpose of this data report is to gather Full Time Equivalency (FTE) data information. The Department will use the September 2021 and February 2022 FTE count to determine school year 2021-2022 Adult Learners funding. I.C. 20-24-13.5.

What the Data Impact

- State Tuition Support – Basic Grant Funding.
- Public Corporation Transfer Report
- Choice Scholarship funding
- Adult Learners Funding

Audience

This is a required collection for:

- Public schools (both Traditional and Charter)
- Nonpublic schools participating in the Choice Scholarship Program
- Accredited Nonpublic schools NOT participating in the Choice Scholarship Program
- State Schools (Department of Correction, Indiana School for the Deaf, Indiana School for the Blind)
- Charter Schools referenced in Indiana Code §20-24-7-13.5.

Reporting Data Timeline

BEGINS	COUNT DATE	NOTES	CERTIFICATION CYCLE
July 1, 2021	September 17, 2021	Submission Errors, Conflict Resolution, and Informational messages available	Certification (sign-off) October 5 - 8, 2021
September 18, 2021	February 1, 2022	Submission Errors, Conflict Resolution, and Informational messages available	Certification (sign-off) February 17 - 22, 2022

When a certification cycle closes and the data are considered final by the state, no corrections or additions are allowed.

Important Information

- There are no phases for reporting membership data.
- ALL Education Organization Associations (EdOrg Associations) records must be submitted **PRIOR TO** each count date for students to be included in the counts for certification.
- ALL data must be submitted, validated (cleaned-up), and free of conflicts **PRIOR TO** each count date.
- Only EdOrg records with primary responsibility of “Funding” and an active School Associations (enrollment) record prior to or on the count date will be included for Membership certification.
- Grade level must be KG - 13 for membership certification
- Student must be 5 years of age by October 1st for membership certification and 5 years of age by August 1st for Choice Scholarship eligibility
- Schools will have minimal time to make any last minute corrections to their data due to conflicts or new enrollments and exits happening on each count date.
- **NEW! Students older than 22 years of age on each count date enrolled in a traditional public school, charter school, or a non-public school participating in the Choice Scholarship program will not be eligible for funding.**
- Students older than 22 years of age enrolled in an Adult Charter school referenced in IC 20-24-7-13.5 will still be eligible for funding.
- **NEW! Students reported with attendance showing they are receiving their education virtually 50% or more of the time must also have a Virtual Education program association record.**

Instructions and Information

Student School Associations Record:

- A Student School Associations (enrollment) record must exist in order to append a Student Education Organization Associations record
 - Refer to the Data Exchange Enrollment Reporting document for detailed instructions on providing student school associations (enrollment) records including:
 - reporting correct entry dates
 - reporting correct exit dates
- Report Primary School as “True” or “False” accurately (see guidance on page 5)
 - **Primary = True**
 - **Primary = False**
 - Identifying the primary school accurately will assist with conflicts; two schools reporting “True” will create a conflict.

Student Education Organization Associations Record:

- All students enrolled and attending must have a Student Education Organization Associations (EdOrg) record reported to identify the primary responsibility of “Funding” or “Attendance”
 - DO NOT report students only enrolled for special education or title services.
 - DO NOT report students enrolled for special education evaluation purposes.
- Schools reporting students enrolled and attending for membership purposes will report the primary responsibility of “Funding”
 - this will include students dual enrolled and transfer out (ADM 2)
 - primary responsibility of “Funding” requires one of the allowable ADM codes to also be reported
- Schools reporting students enrolled and attending but are **not** being reported for membership purposes will report the primary responsibility of “Attendance”
 - this will include non-choice voucher and transfer in students
 - this will include students attending CTE/Career Center courses only and are not considered dual enrolled or expected to receive membership funding
- All students reported with an EdOrg record must also report two Additional Responsibilities
 - Legal Settlement (COLS)
 - Accountable School

Student Program Associations Record:

- Report an accurate Student Program Associations Record for Virtual Education when a student is:
 - Enrolled and attending a Virtual Education school
 - Enrolled and attending an identified Virtual Education program
 - Receiving their education virtually for 50% or more of their time from the first calendar date *or* the student's first enrollment date up to the fall count date
 - Receiving their education virtually for 50% or more of their time from the first school day *or* the student's enrollment date **after** the fall count date up to the spring count date

NOTE: Attendance data will be utilized for validating the need of reporting a Virtual Education program association to the student. Student's with 50% or more of their attendance indicating virtual or virtual due to COVID-19 must also have a Virtual Education program association record.

Student Attendance Event Record:

- Report accurate daily attendance from the first calendar date *or* the first date of enrollment up to fall count date
- Report accurate daily attendance from the first school day *or* the student's enrollment date **after** the fall count date up to the spring count date
- Attendance of 'virtual' or 'virtual due to COVID-19' equaling 50% or more requires the student to also have a Virtual Education program association record

ADM Codes/Types

ADM 1 = Resident Enrollment (Public and Charter Schools)

- Resident enrollments are students enrolled and attending with legal settlement in the reporting school corporation. Resident enrollments include:
 - Foreign Exchange students residing in and attending the reporting corporation (this **does not** include F1 Visa students)
 - Charter Schools - students enrolled and attending a charter or innovation network charter school

ADM 2 = Transfers Out (Public Schools)

- Transfers Out are students with legal settlement in the reporting school corporation but are enrolled and attending a different school corporation in Indiana or another state for at least one of the following reasons:
 - An agreement between both corporations (COLS and the educating/servicing corporation)
 - including students attending a special education or vocational education cooperative located outside of the student's COLS for 'better educational accommodation' reasons (best meeting the educational needs or interests of the student)
 - A student transfer agreement under IC 20-26-11-5 between the COLS and the student's parent/guardian for 'better educational accommodations' reasons
 - An order by the State Board of Education for 'better educational accommodations' (student is served by a public or private school under a contract for residential or alternative services through the Secretary of Education)
 - Students placed by a parent/guardian under IC 20-26-11-8(b) in a different corporation than the COLS
 - Students placed by a physician under IC 20-26-22-11.5 in a different corporation than the COLS

ADM 3 = Cash Transfers (Public Schools)

- Cash Transfers are students enrolled and attending **without** legal settlement in the reporting corporation with an agreement between the reporting corporation and the parent/guardian.
 - Students who are not a legal resident of the reporting corporation but attending with the approval of the school board regardless if the corporation charges tuition fees
 - Students who are not a legal resident of the reporting corporation but attending regardless if the parents are paying tuition fees

ADM Codes/Types cont'd

ADM 4 = State Obligations (Public Schools)

- Students enrolled and attending in the reporting corporation due to the result of one of the following state actions:
 - Placement in an institution operated by division of disability, aging, and rehabilitative services or the division of mental health and addiction that is located in the reporting corporation
 - Placement by the division of disability, aging, and rehabilitative services or the division of mental health and addiction in an institution, a public or private facility, a home, a group home, or an alternative family setting that is located in the school corporation
 - Children of state employees living on state property
 - This **does not** include students placed by parents, Indiana welfare offices, Indiana courts, or Indiana licensed child-placing agencies, or by government agencies from another state

ADM 5 = Placements In (Public Schools)

- Students enrolled and attending in the reporting corporation due to the result of one of the following actions for non-educational reasons (for the physical and/or mental well-being of the student):
 - Placement by county welfare offices, state courts (court order), or state licensed child-placing agencies (department of child services)
 - Placement in a foster home that is located in the corporation
 - Placed by a parent/guardian in a state licensed private or public health facility or child care facility that is located in the corporation
 - placement is necessary for the student's physical or emotional health and well-being
 - placement is in a health care facility for not less than fourteen (14) consecutive calendar days or a total of twenty (20) calendar days with the recommendation of a physician (IC 20-26-11-8b)
 - EXCEPTION: students placed for non-educational reasons without a legal settlement (COLS) outside of the reporting corporation are reported with ADM 1-resident enrollment

ADM 6 = Dual Enrollment (Public and Charter Schools)

- Students enrolled and attending less than 50% of their time in both the reporting corporation or charter school AND a non-public or home school AND receiving less than 50% of their instructional services from the reporting corporation or charter school (IC 20-43-4-6)
 - Includes Indiana School for the Blind & Visually Impaired or Indiana School for the Deaf students **IF** the student physically attends the reporting corporation for less than 50% of their instructional time
 - Students receiving only special education services are **not** considered dual enrolled (i.e. walk-in speech or physical therapy students)

NEW! ADM 10 = Choice Scholarship (Non-Public Schools participating in the Choice Scholarship Program)

- Students enrolled and attending a non-public school participating in the Choice Scholarship Program AND have an approved Choice application for one or both count dates (Fall/September, Spring/February)
 - Includes students dual enrolled with a public corporation or home school where the student attends more than 50% of their instructional time at the non-public school with an approved Choice application for one or both count dates

NEW! ADM 20 = Adult Education (Adult Charter Schools IC 20-24-7-13.5)

- Adult Learners (students) enrolled and attending an identified Adult Charter School
 - Foreign exchange students with a F1 Visa are **not** included

Choice Voucher Additional Requirements:

- Schools must upload Period 1 Endorsement Forms via the STN Application Center anytime between September 27 to October 18, 2021.
- Schools must upload Period 2 Endorsement Forms via the STN Application Center anytime between February 10 to March 4, 2022.

Conflict Resolution

- Membership Conflicts occur when two or more schools submit student school associations (**enrollment**) records that include the same entry or exit date for the same STN where both schools are identified as primary “True”.
- Records creating a conflict will cause the student to have a status of ‘excluded’ for certification in **ALL** the conflicting schools. Conflict records not resolved will not be counted in **ANY** school’s certification totals.
- Conflicts are to be resolved in a timely manner.
- To resolve conflicts:
 - Verify accuracy of data in the school’s SIS and if needed make any necessary corrections.
 - Check Entry/Exit dates for accuracy (no one day grace is allowed)
 - Check if Primary School is identified accurately with “True” or “False”
 - Contact the school provided in the conflict message to resolve any necessary data corrections.
 - Utilize the Data Exchange Contact report found on the Overview tab to locate the person and email to reach out for assistance with resolving the conflict.

Terms

Student School Associations:

- Enrollment record – associates the student to the school with entry/exit dates and grade level of the student allowing additional data to be reported on the student.

Student Education Organization Associations:

- Associates the student to the education organization identifying the student’s eligibility or non-eligibility for funding, the student’s Corporation of Legal Settlement, and the student’s Accountable school.

Cohort:

- Group of students who have the same expected graduation year. For example, the 2022 cohort is the group of students expected to graduate at the conclusion of the 2021-2022 school year.

Student Program Association for Virtual Education:

- Associates the student to the school identifying the student is participating in or being educated in a virtual education setting.

Primary School:

- Primary School = True – Student is enrolled and attending the majority of their day
- Primary School = False – Student is enrolled and attending less than the majority of their day

Understanding and Determining “Primary School” Reporting

Report Primary School = True when:
Student is enrolled and attending more than 50% of the time whether physically or virtually
Student is transferred in from another educational setting for better accommodations (no ADM type for funding is being reported)
Primary True will identify the student to be included in the school’s overall active enrollment and Pupil Enrollment.
Report Primary School = False when:
Student is Dual Enrolled and attending less than 50% of the time whether physically or virtually.
Student is enrolled and attending a Career or CTE program less than 50% of the time whether physically or virtually with an agreement between two public schools.
Student is transferred out to another educational setting for better accommodations (ADM 2)
Student is not enrolled and attending; but receiving special education services only (includes walk-ins and enrollments in another school).
Student is not enrolled and attending but being referred and evaluated for special education services.
Student is Homeschooled and attending less than 50% of the time at either a Public or Non-Public school whether physically or virtually.
Primary False will identify the student to not be included in the school’s overall active enrollment and Pupil Enrollment.

Membership Reporting Codes

- Allowable student, student enrollment, student educational organization, and student program associations for school virtual education can be viewed in the Membership_CodeValues document under Resources on the Membership reporting page in the Data Exchange Knowledge Hub website.

Membership Certification: (complete by October 8, 2021)

- All membership conflicts are resolved
- Verify accuracy of student membership counts where primary responsibility is “Funding”
- Verify accuracy of Virtual Education counts
- Verify accuracy of KG - Morning and KG - Afternoon counts (half-day KG)
- Verify accuracy of each ADM type counts

Data Elements

The following data elements are required to successfully complete membership reporting.

- Schools having connection to Data Exchange API with their SIS vendor: Data Elements 1 and 2 are “building blocks” and should already exist from data reporting of student (STN) and student school associations (enrollment) records. Data Element 3-Student Ed Org Associations and Data Element 4-Student Program Association for Virtual Education are the final requirement to complete Membership for certification.
 - Schools without connection to Data Exchange API with or without a SIS vendor: Data Elements 1 - 4 will be required to complete Membership for certification.
1. Student Record including:
 - STN
 - Student Demographic Information (including DOB for age calculation of eligibility)
 - Student Address
 - Student Characteristics of Foster, Military
 - EL Proficiency Level & Instrument Used
 - Date of entry into US schools
 2. Student School Associations (school enrollment) including:
 - Student Grade Level
 - Student Entry Date
 - Student Exit Date and Exit reason if applicable
 - Primary Educational Entity - True/False
 3. Student Ed Org Associations including:
 - Primary Responsibility - Funding or Attendance
 - ADM Code when responsibility = Funding
 - Instructional Days/Instructional Minutes when ADM code = 6 or 20
 - Additional Responsibilities of COLS/Accountable
 4. School Student Program Associations including:
 - Program Ed Org Id
 - Program Type (Virtual Education)
 - Program Name
 - Program Begin Date
 - Program End Date and Reason Exited if applicable
 5. Student School Attendance Event including:
 - Event Date
 - Event Duration (.5-half or 1-whole day)
 - Attendance Event (Attendance Code)

Reporting Templates

Schools without an SIS Vendor, an Indiana Ed-Fi Certified SIS Vendor, or not connected and onboarded will need to utilize the following templates to upload the required membership data via the Data Exchange Validation Portal:

- 019-StudentEnrollment_StudentEdOrgAssociations
- 021-StudentProgram_StudentProgramAssociations

The templates can be found on the Membership reporting page in the Data Exchange Knowledge Hub website under Templates.

Training and utilization of the template will be provided in the IDOE Moodle “Data Exchange Training and Community” course when available.

Validation Results – Information Messages

1. Error Message - Student's county of residence is missing from the student record.
 - a. make sure the student's address provided on the student record has a county provided
2. Error Message - Corporation of Legal Settlement is either missing or is not reported as a Traditional Public School Corporation ID.
 - a. all students must have a COLS provided; make sure this is not missing
 - b. all students must have a COLS that is considered a Traditional Public school district/corporation; this cannot be a non-public or charter school ID
3. Exclusion Message - Student is not counted; no funding record provided. Association to the Educational Organization is Attendance only. (this may be an accurate message)
 - a. make sure the student is not eligible for funding and is enrolled and attending; if yes, then the message is accurate and no further action is required; (this would be students who are transferred in, older than age 22 on count date, etc.) if no, then make necessary corrections to the record
4. Exclusion Message - Student not counted for Membership. Attendance records could not be found.
 - a. students only receiving services and are not enrolled and attending should not have a membership record provided and therefore would not have any attendance records; removing the membership record will resolve the message
 - b. students reported with an educational organization record with primary responsibility of funding or attendance must also have attendance records provided; make sure attendance data has also been provided for the student
5. Exclusion Message - Student not counted; Attendance records do not meet the threshold for reporting virtual education program.
 - a. make sure the students attendance or virtual education program records are accurate; correct either the attendance or remove/end the program association record
6. Exclusion Message - Student not counted; Attendance records exceed the threshold for reporting virtual education program and no program record found.
 - a. make sure the students attendance records are accurate; correct either the attendance or add/start the program association record

References

A support ticket can be submitted at the following <https://help.doe.in.gov>

Indiana School Laws and Rules 511 IAC 1-3-2

Determination of ADM IC 20-43

Budget Bill definitions IC 20-43-1-7.5 and IC 20-43-1-11.5

Senior Rights IC 20-27-11-2

Transfer request by parent or student IC 20-26-11-5

Data Exchange Enrollment Document Change History

Version	Change History
04.16.21	Creation of Education Organization Association Reporting Guidance via Data Exchange
09.08.21	Added Accredited Nonpublic schools NOT participating in Choice Scholarship Program to audience